

## Ohio House of Representatives Retention Schedule

Record Series and Description	Retention Period
LEG-1 General Correspondence Includes internal, incoming, and miscellaneous correspondence from the public. Also, outgoing correspondence, documents, etc. created by the member or staff.	Retain during term of member or current two-year General Assembly, and then destroy if no longer of administrative value.
LEG-2 Constituent Files All correspondence from members' constituents requesting assistance, offering opinions, etc. Includes information from state agencies and elsewhere concerning the constituent administrative databases or files used to monitor responses to constituent correspondence.	Retain during term of member or current two-year General Assembly, and then destroy if no longer of administrative value. If matter is still pending at conclusion of member's term, transfer to successor.
LEG-3 Transient Documents Includes telephone messages, post-it notes, text messages, drafts used in the production of public records, and other limited documents that serve to convey information of temporary importance in lieu of oral communication. May include many types of email.	Retain until no longer of administrative value, and then destroy.
LEG-4 Subject, Research, and Reference Files Materials gathered and maintained from various sources for research and reference.	Retain until no longer of administrative value, and then transfer to the State Archives for possible retention or destruction.
LEG-5 Text of Speeches and Written Testimony given by Member	Retain until no longer of administrative value, and then transfer to the State Archives for possible retention or destruction.
LEG-6 Media Files News releases, letters to the editor, newspaper columns, newsletters prepared by members or staff.	Retain until no longer of administrative value, and then transfer to the State Archives for possible retention or destruction.
LEG-7 Film, Photographs, Videotapes, etc.	Retain until no longer of administrative value, and then transfer to the State Archives for possible retention or destruction.
LEG-8 News Clips	Retain until no longer of administrative value, and then destroy.
LEG-9 Agency Reports Reports from state agencies, etc.	Retain until no longer of administrative value, and then destroy.
LEG-10 Appointment Calendars	Retain during term of member or current two-year General Assembly, and then destroy if no longer of administrative value.
LEG-11 Invitations	Retain until no longer of administrative value, and then destroy.
LEG-12 Committee Minutes, Sponsor Testimony, Votes, and Other Committee Files and Records	Retain in committee chair's office until the end of General Assembly, then file committee book with Clerk. Records in offices other than the committee chair's and records not included in committee book, retain until end of General Assembly, and then destroy if no longer of administrative value.
LEG-13 Committee Schedules and Notices	Retain until no longer of administrative value, and then destroy.
LEG-14 Research Projects and Reports, including LSC research materials and memos	Retain until no longer of administrative value, and then destroy.
LEG-15 Routine Correspondence Correspondence concerning requests for routine information or publications provided to the public by members or staff that are answered by standard form	Retain for six months or until the end of the General Assembly, whichever is shorter, and then destroy if no longer of administrative value. For form letters, note cards and emails that are received in bulk, keep one copy

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letters. Also, includes public records requests and form letters and emails from the public.	pursuant to this retention schedule and destroy the remainder if no longer of administrative value.
LEG-16 Official Policies, Procedures, Manuals, Handbooks, and other Administrative Documents	Retain until outdated or replaced or until no longer of administrative value, and then destroy.
LEG-17 Lists and Directories Current telephone, email, and address lists. Personnel directories and other similar lists and directories. Rosters regarding members and their committee assignments, and staff.	Retain until outdated or replaced or until no longer of administrative value, and then destroy.
LEG-18 Fax Transmittal and Cover Sheets	Retain until no longer of administrative value, and then destroy.
LEG-19 Copies and Duplicates Internal copies and duplicates used for informational purposes and for which the official record is elsewhere.	Retain until no longer of administrative value, and then destroy.
LEG-20 Litigation Documents	Retain for 5 years after the case is closed and no further appeals can be taken. Contact Caucus Legal Counsel prior to destruction of any litigation records.
LEG-21 Legal Memoranda, Letters and Opinions from Legal Counsel or Attorney General	Retain until no longer of administrative value, and then destroy.
LEG-22 Documents Following Members Term in Office That Become Responsibility of Chief Administrative Officer	Retain until no longer of administrative value, and then destroy.
LEG-23 Security Camera Video	Retain until no longer of administrative value, and then destroy.